**Copyright Policy Guidelines:**

The school librarian is committed to upholding copyright laws. The following provisions found in the Fair Use Section (#107) of the law apply to library copying:

1. Librarians may:
   1. Honor requests for single copies of one article, or another complete small portion of a periodical or book, or for an excerpt (10 percent of a performable unit of music) from a recording if (a) the copy is to be used only for private study, scholarship, or research, and (b) the request is not perceived to be part of a concerted effort to secure multiple reproduction.
   2. Make multiple copies for a teacher if the item meets the test of brevity, spontaneity, and cumulative effect under the fair use guidelines. (defined below)
   3. Reproduce and distribute a copy of an entire out-of-print work, if it has been established that no copy can be obtained at a fair price.
   4. Copy an unpublished work in the library’s collection, for preservation or security or for research use.
   5. Copy to preserve a deteriorating work, if reasonable effort has not produced an unused copy at a fair price.
2. Librarians may not:
   1. Make copies on a systematic basis to avoid subscription or purchase at their own library.
   2. Make copies or musical works, pictorial, graphic, or sculptural works, motion pictures, or other audiovisual works (except daily news programs) unless it is for the purpose of preservation or security or in accordance with provisions dealing with fair use.
   3. Copy without including a notice of copyright.

Definitions

Brevity:

Poetry:

1. A complete poem if less than 250 words and if printed on not more than two

pages or,

b. from a larger poem, an excerpt of not more than 250 words.

Prose:

a. Either a complete article, story or essay of less than 2,500 words, or

b. an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in a and b above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

Illustration:

a. One chart, graph, diagram, drawing, cartoon or picture per book or per

periodical issue.

“Special” works:

a. Certain works in poetry, prose or in “poetic prose” which often combine

language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

Spontaneity:

a. The copying is at the instance and inspiration of the individual teacher.

b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

a. The copying of the material is for only one course in the school in which the copies are made.

b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

c. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in b and c above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]